

MINUTES

FINANCE COMMITTEE

MARCH 18, 2014

CALL TO ORDER: 5:15 P.M.

City Hall Reception Area Conference Room
4845 Casa Loma Avenue

ROLL CALL PRESENT: Mayor Young
Councilmember Schwing

STAFF PRESENT: City Manager Pulone
Assistant City Manager/Finance Director Christian
Financial Services Manager Leung

PUBLIC PRESENT: None

APPROVAL OF MINUTES: The March 4, 2014 minutes were moved for approval by Councilmember Schwing.

PUBLIC COMMENT: No comments from the Public

DEPARTMENT REPORTS:

The Accounts Payable Warrant Register for March 18, 2014 was reviewed by the Committee with comments and/or inquiries about the following checks:

- Check No. 62880 – Hub International Insurance: The Committee members inquired about the nature of this payment and whether the City gets any reimbursements back. Staff responded that this is for the event and contract class instructor insurances in which the City covers for the payment first and then gets reimbursed back.
- Check No. 62802 – Bank of America: The Committee members inquired about various items made on this payment. The first one was the location of the airfare charged for one of the Councilmember's training and whether that Councilmember will need to abstain from this item. Staff responded that the training was at Sacramento and that there was no need for the Councilmember to abstain from this item. The Second item was regarding the purchase of a carpet cleaning machine and how the City handles the tracking of equipment that are being purchased. Staff responded that the City will track any equipment purchased for over \$2,000. The last item was regarding the purchase of blinds for the Sheriff's sub-station and whether this was part of the contract costs. Staff

responded that this is not included in the contract and will be charged as part of the building costs.

- Check No. 62824 – Chef’s Toys: The Committee members inquired about the nature of this payment and staff responded that this was for new kitchen equipment at the Community Center.
- Check No. 62847 – Digital Networks Group: The Committee members inquired about the nature of this payment and staff responded that this was for the removal and installation of a new projector screen at the Community Center.
- Check No. 62921 – Modern Day Marketing: The Committee members inquired about the nature of this payment and staff responded that this was for the Parks and Recreation’s brochures.
- Check No. 62997 – Yorba Linda Disposal: The Committee members wanted to know the location of the on-call disposal services and staff responded that it might be for the Corporate yard but will confirm that with the department.

In addition, staff provided a year to date expenditure report on legal fees and followed up on the following item from the previous Finance Committee meeting:

Check No. 62678 - First Carbon Solutions/Michael Brandman Assoc.: The Committee members wanted to know what the acronym SMS stands for. Staff responded that SMS refers to the fees collected from building permits on behalf of the Department of Conservation for the Strong Motion Instrumentation Program.

MATTERS PRESENTED BY THE COMMITTEE: None.

The Finance Committee meeting adjourned at 5:27 p.m.